82ND IN/OUT PROCESSING/TRAVEL SECTION

HOURS OF OPERATION
Mon, Tue, Thu, Fri – 0900-1700
Wed – 1300-1700
ROOM 260, GAVIN HALL
910-432-0135

THESE PLACES MUST BE CLEARED PRIOR TO CLEARING FINANCE:

-CIF
-UNIT/BN S4
-GOVERNMENT TRAVEL CARD

PAPERWORK NEEDED TO CLEAR

-3 COPIES OF PCS/ETS ORDER & ALL AMENDMENTS
-2 COPIES OF LEAVE FORM
-2 COPIES OF PERSTEMPO
-2 COPIES OF CLOSED JUMP LOG

PCS ADVANCES MAY BE APPLIED FOR AS SOON PCS ORDERS ARE RECEIVED. THEY MUST BE TURNED IN PRIOR TO 10 DAYS BEFORE SIGNING OUT ON LEAVE.

ONE MONTH ADVANCE PAY

-DD FORM 2560
-ONE COPY OF PCS ORDERS
-E-4 AND BELOW REQUIRE COMMANDERS SIGNATURE

DITY ADVANCE

-MUST GO TO TRANSPORTATION FIRST TO GET DD FORM 2278
-TURN IN ADVANCE REQUEST WITH 3 COPIES OF DD 2278 AND 3 COPIES OF PCS ORDERS